

**I-08.01 Plan Preparation Information**

Design and plan preparation for department construction projects is done with computer-aided design and drafting (CADD) procedures. The CADD Manual presents details on design and drafting procedures utilized by the department. The CADD Manual is available in electronic form on the web at [www.state.nd.us/dot/designmanual.html](http://www.state.nd.us/dot/designmanual.html), click "Chapter 6: CADD Manual". Parties outside the department doing design work and plan preparation for NDDOT, should familiarize themselves with the procedures specified in the CADD Manual. The use of Microstation and Geopak systems is mandatory.

**I-08.02 Reproduction Procedures**

Design sections routinely require copies of plans and documents for field reviews and PS&E inspections. If a nominal number of copies are needed, they are made on the copy machine located in the Design Division. If higher numbers of copies are necessary, if the plans have a large number of sheets, or if special printing methods are necessary, the copies generally are ordered from the Printing Section of the Information Technology Division. Prints of aerial photographs, other photos, etc., are obtained from the Photo Lab of the Information Technology Division.

The district offices will sometimes require larger sized prints of project cross sections, etc. These normally are printed on the plotters located in each district office.

**I-08.03 Final Plan Distribution**

Completed original plan sheets and one set of plan copies for projects with full involvement with FHWA are submitted to the Programming Section of the Planning and Programming Division. For all other projects, only the completed original plan sheets are submitted to the Programming Section. All sets of plans that were completed using Digital Interplot should be saved to a CD. Two CDs with the full set of plans on them are to be submitted to the Programming Section. The Programming Section then requests printing of the plan sets and copying of the CDs, and directs the distribution of the prints and CDs to the various users.

**I-08.04 Plan Files and Retention Policy**

Following printing of the plans, the original plan sheets are sent to the Records Center and microfilmed. When as-built drawings are received from the districts responsible for constructing the projects, the as-built sheets are microfilmed and incorporated into the plans.